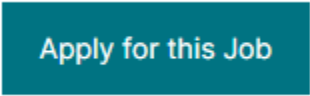


**NZQA's
Specialist Workforce**

**How to:
Apply for a role**

Applying for role in the Careers Centre

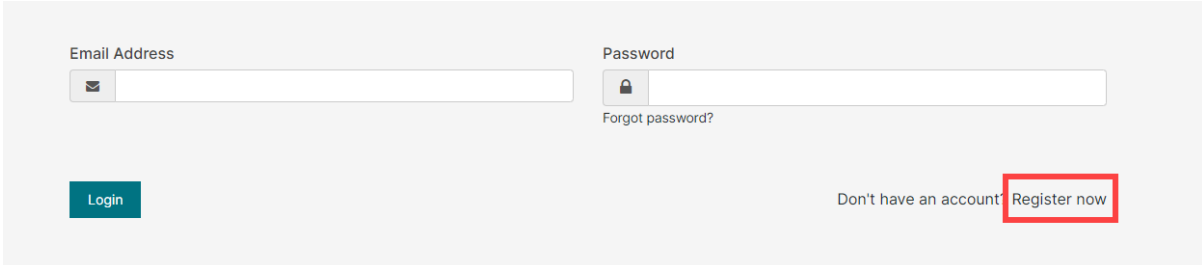
1. Click on **“Apply for this job”** on the bottom left of the Job Advert you are applying for:



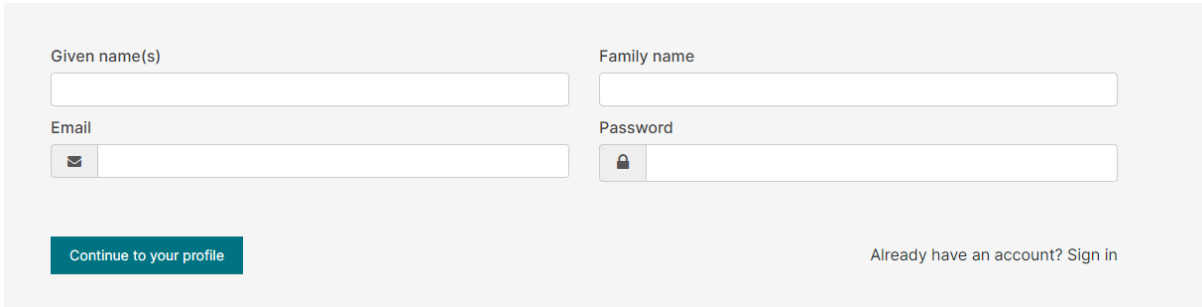
2. Log in (if not already logged in) or register an account

IF: Registering an account

- 2.1. Select **‘Register now’** on the bottom right or top right-hand corner:

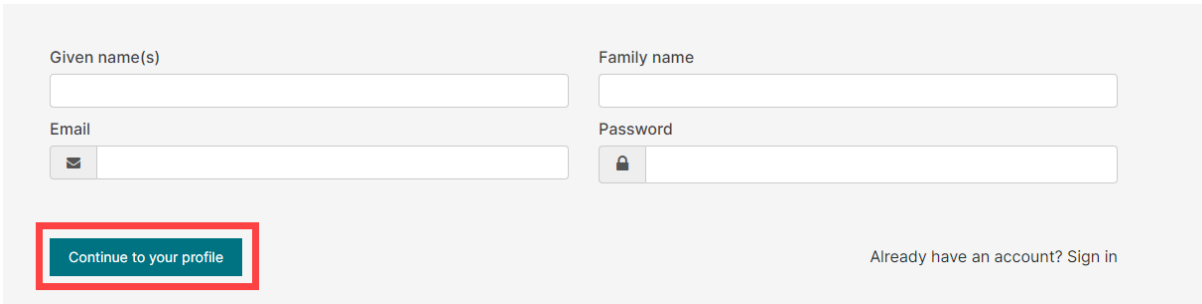


- 2.2. Enter your given name, family name, email address in the boxes to complete your account:



NOTE: When registering, please use a personal email address not a school or work email address.

- 2.3. Create a password for your account
- 2.4. Click continue to your profile:



- The **'Specialist Workforce Application Form'** for the role that you initially clicked on will then appear:

1 EMPLOYMENT APPLICATION — 2 QUESTIONNAIRE

This information is collected for the purpose of assessing your suitability for employment at NZQA. It remains confidential to staff who are directly involved in the recruitment and selection process for this vacancy. Should your application be successful, this information will also be used to form the basis of your personal file. NZQA stores data collected as part of our employment application process and for our employees and contractors held in our HR systems in offshore data centres located in Australia. The Privacy Act 2020 provides you with the right to access this information and correct it at any time.

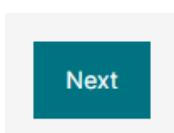
Personal Details

Title <input type="text"/>	First Name * <input type="text"/> First Name is required
Middle Name <input type="text"/>	Last Name * <input type="text"/> Last Name is required
Preferred Name <input type="text"/>	
Street Address * <input type="text"/> Street Address is required	City/Town * <input type="text"/> City/Town is required
Suburb * <input type="text"/> Suburb is required	Postcode * <input type="text"/> Postcode is required
Personal Email Address * <input type="text"/> Personal Email Address is required	Preferred Contact Number * <input type="text"/> Preferred Contact Number is required

- Fill in the details required to complete the application form

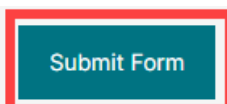
IF: Questionnaire Step

- Once all the required fields have been completed, select **'Next'** on the bottom right to move onto the next step:



- Complete the role specific questionnaire

- Click **'submit form'** on the bottom right to finish your application:



Once you select submit form, this submits your application to NZQA informing them that you have applied for the role.

You will also receive the following email in your Inbox when your application has been submitted successfully.



NOTE: If the following email does not appear in your Inbox, please check your Junk/Spam folder.